

HCCN PHC Management



This module has been made available as of August 2nd, 2019.

Introduction

HCCN PHC Management Module

The Health Center Controlled Network (HCCN) Participating Health Center (PHC) Management module is a post-award functionality within the HRSA Electronic Handbooks (EHBs) that allows HCCN grantees to view real-time details and statistics of their PHC network and submit changes in their network to HRSA for review.

HCCNs awarded as part of the Competing Funding Opportunity HRSA-19-011 and HRSA-22-009 can view their network details, modify in-network PHC details, or request modifications (by adding new and/or rescinding existing PHCs) via the HCCN PHC Management module in EHBs.

If the network modification request is approved, the changes requested by the awardee will be reflected in the system immediately. Approved requests will also result in a notice of award (NoA) with condition(s) if any or all of the following funding requirements are not satisfied:

- HCCN maintains minimum of 10 PHCs in network;
- 51% of PHCs must be Health Center Program award recipients;
- HCCN maintains its application approved funding tier.

Notes:

- If an HCCN maintains fewer than 10 PHCs for a period of longer than 90 days, HRSA may discontinue HCCN funding.
- HCCN award amounts will not be adjusted for additional PHCs added during the project period.
- If an HCCN maintains fewer PHCs than its application approved funding tier for a period of longer than 90 days, HRSA may reduce HCCN funding.

Prerequisites

The HCCN PHC Management functionality, by default, is available to the Project/Program Director (PD) associated to the HCCN. You must ensure that the PD is registered and active within EHBs.

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Related Documents

The below User Guide provides step by step instructions for HCCN grantees on how to submit changes (add and/or rescind PHCs) in their network to HRSA for review.

[HCCN PHC Management - Grantee User Guide](#)

Navigating the HCCN PHC Management Module

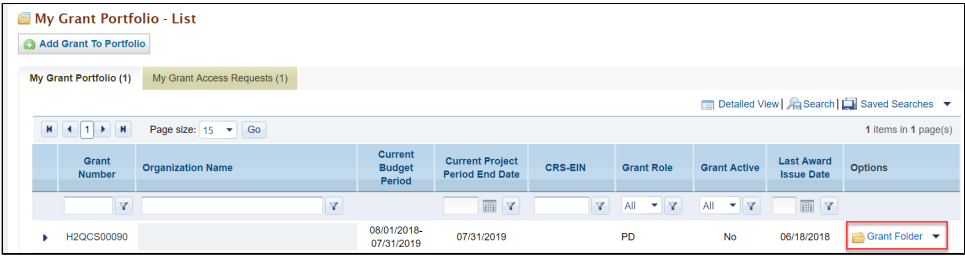
This section shows you how to access real-time details of the networks, initiate, and submit the Update HCCN PHC's Request to HRSA.

Accessing the PHC Management Module

1. From the EHBs homepage, click the **Grants** tab to view a list of all grants in your portfolio.



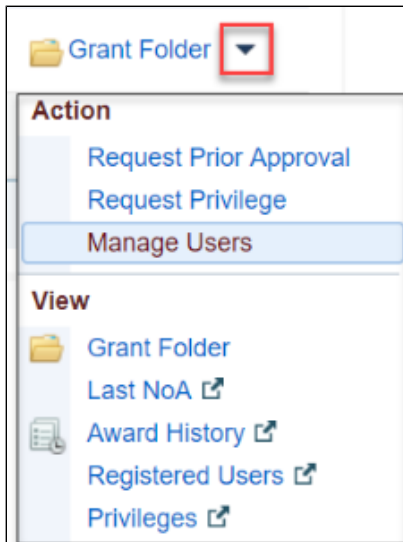
2. Click **Grant Folder** under the Options column for the HCCN (H2Q or U86) grant that you want to review.



i If you do not see an HCCN (H2Q or U86) grant, you will need to add the grant.

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3. You can also click the drop-down arrow next to Grant Folder to quickly take an action or view supporting documents that are attached to the specific grant.



Grant Folder

Action

- Request Prior Approval
- Request Privilege
- Manage Users

View

- Grant Folder
- Last NoA
- Award History
- Registered Users
- Privileges

4. Under the Requests section click **View More** to view all items.



Grant Home

H2QCS00003 : PROTECTA SHRED HOSPITAL DISTRICT, ALTAMONTE SPRINGS, ME

Resources

Grants

Submissions	Requests	Users
<ul style="list-style-type: none"> Work on Financial Report Work on Progress Report Performance Report Work on My NCC Report Work on Other Submissions 	<ul style="list-style-type: none"> Applications Existing Prior Approvals Request New Prior Approval Existing H80 Health Center CIS Request New H80 Health Center CIS Legacy H80 Health Center CIS 	<ul style="list-style-type: none"> Approve Requests Update Privileges Authorize New
+ View More	+ View More	+ View More

5. Click **Manage HCCN PHCs** to navigate to the Manage HCCN PHCs page.



Requests

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- Existing H80 Health Center CIS
- Request New H80 Health Center CIS
- Legacy H80 Health Center CIS
- Manage HCCN PHCs

- View Less

PHC Management Sections Overview

1. **Select Award to View PHCs Details:** Provides the convenience of switching between PHC networks under different HCCN awards directly from the HCCN awards.
2. **Header:** Lists all important attributes related to the HCCN grant.
3. **Resources:** Lists applicable links related to the funding opportunity for the HCCN grant . You can view all Update HCCN PHCs Request(s) through
4. **HCCN Statistics and PHCs Details:** Displays the key network statistics and the list of PHCs associated to the network real-time.
5. **Update HCCN PHC(s) Request:** Allows the authorized user to initiate modifications to the network via the Add PHC and Rescind PHC actions.

Manage Health Center Controlled Network (HCCN) - Participating Health Centers (PHCs)

Note:
You can now modify your network and submit update requests to HRSA. For an overview on managing your network, visit the [E2E HCCN Pages](#).

Select Award to View PHCs Details

HCCN590029

HCCN590029KENNEDALE, MO

Budget Period:Project Period:Project Director:

Resources

View

Funding OpportunityApplicationUpdate HCCN PHCs Request - History

HCCN Statistics and PHCs Details

25
Total PHCs

25 (100%)
Total Health Center Awardees

0 (0%)
Total Look-Alikes

4 (25-29 PHCs)
Application Approved Funding Tier

4 (25-29 PHCs)
Current Tier

1090
Average Days in Network

PHCs Details

PHC NumberPHC NamePHC StatusHealth Center TypeCityStateEffective Start DateOptions

H80C590059ActiveGranteeLELLINGTONMO08/01/2019Modify

H80C590127ActiveGranteeCASTLETON ON HUDSONMO08/01/2019Modify

H80C590129ActiveGranteeNEECHEMO08/01/2019Modify

H80C590214ActiveGranteeSALLEYMO08/01/2019Modify

H80C590229ActiveGranteeALLEGANMO08/01/2019Modify

H80C590288ActiveGranteeFALLS CHURCHMO08/01/2019Modify

H80C590330ActiveGranteeREEDERMO08/01/2019Modify

H80C590384ActiveGranteeROBINSONMO08/01/2019Modify

H80C590489ActiveGranteeOLD GREENWICHMO08/01/2019Modify

H80C590620ActiveGranteeHELVETIAMO08/01/2019Modify

H80C590714ActiveGranteeSOUTH HEARTMO08/01/2019Modify

H80C590781ActiveGranteeSTACYMO08/01/2019Modify

H80C590917ActiveGranteeEAST JORDANMO08/01/2019Modify

H80C590918ActiveGranteeGOODNEWS BAYMO08/01/2019Modify

H80C591019ActiveGranteeMIDLAND PARKMO08/01/2019Modify

Update HCCN PHC(s) Request

Add PHCRescind PHC

No records found

HCCN Statistics Section

Displays key network statistics in real-time.

HCCN Statistics and PHCs Details

16
Total PHCs

16 (100%)
Total Health Center Awardees

1 (0%)
Total Look-Alikes

2 (15-19 PHCs)
Application Approved Funding Tier

2 (15-19 PHCs)
Current Tier

11
Average Days in Network

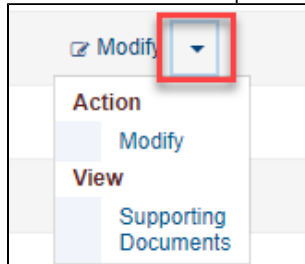
1. **Total PHCs:** Number of active PHCs currently in your network.
2. **Total Health Center Awardees:** Number of Health Center awardees in your network (percentage of total PHCs).
3. **Total Look-Alikes:** Number of Look-Alike (LAL) designees in your network (percentage of the Total PHCs).
4. **Application Approved Funding Tier:** Funding Tier for which the HCCN was approved as part of the Competing Funding Application (determined b not change, as it will always show the initial tier at which the HCCN was approved).
5. **Current Tier:** Current Tier of network (determined by the Total PHCs in your network as of access date). This tier may change if PHCs are added or
6. **Average Days in Network:** Average of the total number of days of all the PHCs currently in your network.

PHCs Details Section

Displays a list of all PHCs currently in your network. You can modify attributes of a PHC by clicking **Modify** under the Options column for a specific PHC in the pop-up window. Don't forget to click **Save and Continue** once you complete all changes.

PHCs Details							
<div> <div> <div>1</div> <div>of 2</div> </div> <div> <div>Page size: 15</div> </div> </div> <div>17 items in 2 page(s)</div>							
PHC Number	PHC Name	PHC Status	Health Center Type	City	State	Effective Start Date	Options
H80CS00111		Active	Grantee	FESTUS	ME	08/01/2019	Modify
H80CS00437		Active	Grantee	ASBURY	ME	08/01/2019	Modify

You can also click the drop-down arrow next to Modify to quickly take an action or view supporting documents that are attached to the specific PHC.



1. **Effective Start Date:** This is required and must be between HCCN project period start date and present day.

i If you change the Effective Start Date, the Average Days in Network on the HCCN Statistics page will automatically update.

2. **Signed Memorandum of Agreement (MOA) Letter:** This is optional for current PHCs, but is required when adding new PHCs.

3. **Signed Cover Letter:** This is optional for current PHCs, but is required when adding new PHCs.

4. **Other Attachments:** This is for any other relevant documentation you want to provide.

Modify Participating Health Center (PHC)

Fields with ★ are required

PHC Details

PHC Number H80CS00111

PHC Name

City FESTUS

State ME

★ Effective Start Date

08/01/2019



Note:

If the PHC was part of the original application, attachments are not mandatory.

Signed MOA (Minimum: 0 - Maximum: 1) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx

Select Files

Signed Cover Letter (Minimum: 0 - Maximum: 1) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx

Select Files

Other Attachments (Minimum: 0 - Maximum: 5) (Current attachment count: 0)

Drop or Upload Files

Acceptable Formats: doc, docx, rtf, txt, wpd, pdf, xls, xlsx, msg, jpg, jpeg, tif, xfd, ppt, pptx

Select Files

Close

Save and Continue

Update HCCN PHCs Request Section

You can request modifications (Add new PHCs or Rescind existing PHCs) through the Update HCCN PHCs Request section. Once created, the tracking number will be displayed here as well.





Once a request is submitted, you are not able to submit a new request until HRSA has either approved or disapproved the initial request. Therefore you will not see the Add or Rescind PHC buttons while the initial request is under review.

Adding a new PHC

1. Click the **Add PHC** button.

Update HCCN PHC(s) Request

 Add PHC

 Rescind PHC

2. The Add Participating Health Centers (PHCs) page will display all of the PHCs and Look-Alike PHCs that are active (project period has not ended). Click **Add** under the Action column for the specific PHC you are interested in adding to your network.

Add Participating Health Centers (PHCs)

Note:

Only Active PHCs (i.e. PHCs whose Project Period has not ended) will be displayed in the results grid.

'PHC Status' Legend:

Other Network: This health center is already in another network. Please contact your Project Officer.

Available: This PHC is available.

In Network: This health center is already in your network.

Added to a Request: This health center is either already added to your request or is under review for participation in another network. Please contact your Project Officer.

Search using PHC Number or Name

E.g. H80CS12345 or ABC

1 of 104 Page size: 15

Previous page Number	PHC Name	City	State	Zip	PHC Status	Action
H80CS00003		FLOVILLA	AK		Added to a Request	Add
H80CS00004		HAYMARKET	CA		Other Network	Add
H80CS00005		WENONAH	OH		Available	Add



You can only add a PHC if the PHC Status is Available. This

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3. Close the pop-up window after you receive the banner confirming the PHC has been moved to your request tracking list.



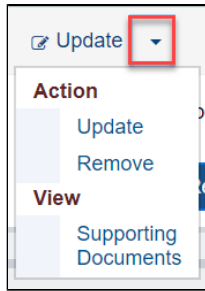
Success:

Information for the PHC: H80CS00003 saved successfully. 'PHC Details Status' is Not Complete.

4. In the Request Tracking section, click **Update** under the Options column to complete the details for the new PHC. The Modify Participating Health Centers (PHCs) pop-up will then be available for you to complete the details for the PHC. The detail areas you need to complete are explained in the PHCs Details section above. Don't forget to click **Save and Continue** once you have made all changes.

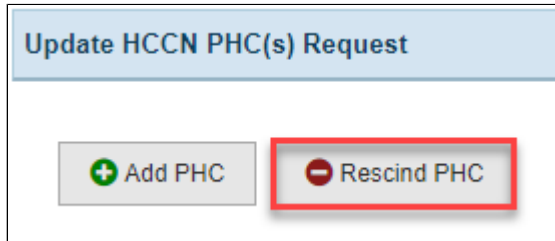
Request - Tracking # - PHC-000002						Request Status - In Progress	
1 of 1		Page size: 15		1 Items in 1 page(s)			
PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options
Add	H80CS00003	WIREWORK FLOORWISE COLLEGE	Active	N/A	N/A	Not Complete	 Update

5. You can also click the drop-down arrow next to Update to quickly take an action or view documents.



Rescinding a PHC

1. Click the **Rescind PHC** button.



2. The Rescind Existing Participating Health Centers (PHCs) page will display a list of your PHCs and Look-Alike PHCs. Click **Rescind** under the Action column for the PHC you would like to rescind.

Rescind Existing Participating Health Centers (PHCs)

Note:
Only the PHCs 'In Network' not already added to your request will be displayed.

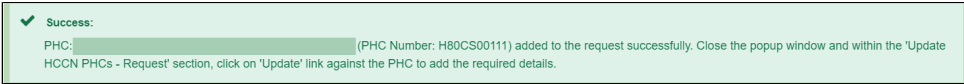
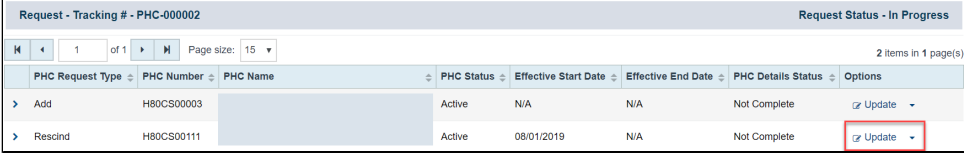
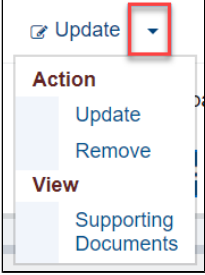
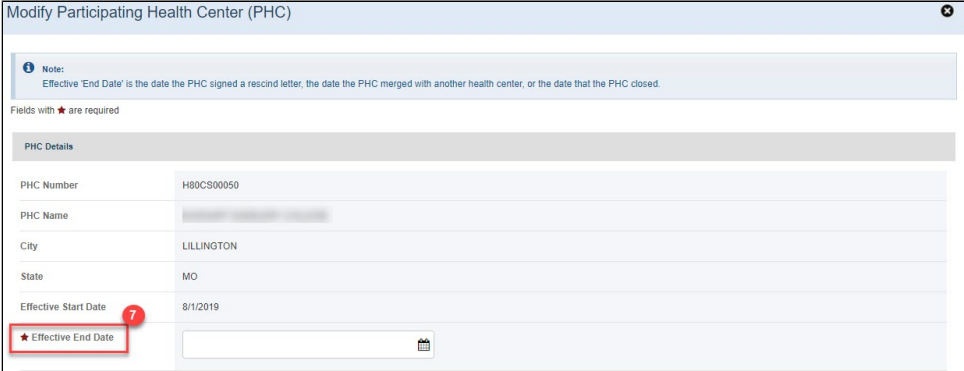
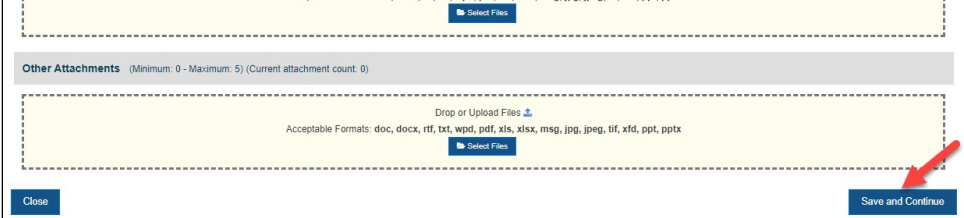
Search using PHC Number or Name

1 of 2 Page size: 15

PHC Number	PHC Name	Effective Start Date	Action
H80CS00111		08/01/2019	Rescind
H80CS00437		08/01/2019	Rescind

i If you accidentally select the wrong PHC

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<p>3. Close the pop-up window after you receive the banner confirming the PHC has been moved to your request tracking list.</p>	
<p>4. Click Update under the the Options column to complete the details for the PHC you are rescinding.</p>	
<p>5. You can also click the drop-down arrow next to Update to quickly take an action or view documents.</p>	
<p>6. The Modify Participating Health Centers (PHCs) pop-up will then be available for you to complete the details for the PHC. Don't forget to click Save and Continue once you have made all changes.</p>	
<p>7. Effective End Date: This field only populates when you Rescind a PHC, and is required.</p>	
<p>6. Signed Rescind Letter: This field only populates when you Rescind a PHC, and is required.</p>	

Reviewing and Submitting the Update HCCN PHCs Request Section

Once the PHC Details Status column shows **Complete** for all PHCs you are working on, you are able to review and submit the request to HRSA.

Click the **Review** button on the bottom of the screen to view the PHC details.

This will bring you to the Update HCCN PHCs - Confirm page.

Request - Tracking # - PHC-000002							Request Status - In Progress	
1 of 1		Page size: 15		2 items in 1 page(s)				
PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options	
> Add	H80CS00003		Active	08/12/2019	N/A	Complete	  Update	
> Rescind	H80CS00111		Active	08/01/2019	08/12/2019	Complete	  Update	
1 of 1		Page size: 15		2 items in 1 page(s)				
							<div>Review</div>	

1. Header: Lists important attributes related to the HCCN grant.

Update HCCN PHCs - Confirm

Alert:

This is a confirmation page. You MUST click on the appropriate button to proceed.

H2QCS00003

Budget Period : 8/1/2018 - 7/31/2019

Project Period : 8/1/2016 - 7/31/2019

Project Director

Resources

View

Funding Opportunity | Application | Update HCCN PHCs Request - History

Request - Tracking # - PHC-000002

Request Status - In Progress

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PHC Request Type	PHC Number	PHC Name	PHC Status	Effective Start Date	Effective End Date	PHC Details Status	Options
> Add	H80CS00003		Active	08/12/2019	N/A	Complete	<input type="checkbox"/> Supporting Documents
> Rescind	H80CS00111		Active	08/01/2019	08/12/2019	Complete	<input type="checkbox"/> Supporting Documents

Health Center Controlled Network (HCCN) Details

Network Statistics	Current (As-Is)	Proposed (To-Be)
Total PHCs	17	17
N (%) Health Center Awardees	16 (94.12)	16 (94.12)
N (%) Look-Alikes	1 (5.88)	1 (5.88)
Application Approved Funding Tier	2 (15-19 PHCs)	2 (15-19 PHCs)
Current Tier	2 (15-19 PHCs)	2 (15-19 PHCs)
Average Days in Network	11	10

Grantee Comments

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Confirm

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3.	R e q u e s t - T r a c k i n g #: List all the PHC s a d d e d to the re que st in a re a d- o nl y m o d e.
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6.	C a n c e l B u t t o n: T h i s w i ll ta k e y o u b a c k to th e M a n a g e H e a l th C e n t e r C o

7. **C
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n:** This submit the 'Update HCCN PHCs' Request' to HRSA.

After reviewing the information, click the **Confirm** button to submit the request to HRSA. Once submitted, you are not able to make any changes.

You will receive a confirmation message alerting you that the submission is in process.



Success:

'Update HCCN PHCs' Request submitted to HRSA Successfully.

Once HRSA has approved or disapproved the submission, you will receive an email notification.

To access and resubmit the request after a change has been requested by HRSA, navigate back to the **Manage Health Center Controlled Network (HCCN PHCs)** page (by following the steps in the Accessing the Module section above).

